



FISCAL YEAR 2006

Guidelines For The Submission Of Highway Safety Grant Applications

**Under United States Department Of Transportation
Highway Safety Funds**

**Federal Program Numbers 20.600, 20.601, 20.602,
20.603, 20.604 and 20.605**

Issued By:

**Virginia Department Of Motor Vehicles
Transportation Safety Services – Room 405
Post Office Box 27412
Richmond, Virginia 23269**

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I INTRODUCTION

The United States Department of Transportation (USDOT) is the federal agency responsible for the promotion of highway safety activities throughout the United States. As part of its responsibility, USDOT provides federal highway safety monies to states for the purpose of adopting and improving projects and programs designed to reduce crashes, injuries and fatalities on the highways within its boundaries.

In Virginia, the State Highway Safety Agency is the Department of Motor Vehicles (DMV) with the Commissioner of DMV serving as the Governor's Representative for Highway Safety. The federal funds are administered by DMV's Transportation Safety Services (TSS) under the advice of the Governor-appointed Virginia Transportation Safety Board and are provided to state agencies, non-profit organizations and localities for the development and continuation of highway safety projects.

At the onset of the federal fiscal year (October 1 through September 30), funds are apportioned by the U.S. Congress to each state for the purpose of funding individual highway safety projects. The amount of money available each year varies and is, in part, determined by the submission to USDOT's National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) of an annual Highway Safety Plan (HSP) from the individual states. Virginia's HSP identifies the state's highway safety problems and describes the programs, projects and goals proposed to correct these problems. Submitted annually on September 1, Virginia's HSP is developed through the analysis of current year highway safety activities and projects submitted by state agencies, non-profit organizations, localities and associated highway safety data.

1.1 Purpose Of This Document

It is the intent of this document to solicit highway safety project proposals from state agencies, localities and non-profit organizations. The federal program areas for which funds are available and proposals are being solicited are enumerated and defined in Section II of this document. Information presented in the proposals will be considered in the preparation of Virginia's Highway Safety Plan to be submitted to USDOT by DMV/TSS. In these guidelines, information is presented that will:

1. provide applicants with target goals and objectives for the upcoming grant cycle;
2. assist applicants in identifying projects to be proposed for consideration;
3. direct applicants in the preparation of their proposals; and,
4. provide an outline of items that are fundable using federal grant funds.

1.2 Governing Regulations and Policies for DMV Highway Safety Grants

Funding Source: The Transportation Equity Act for the 21st Century (TAE-21)

Applicable to:	Regulations	Where to Find?
All	23 U.S.C. Sections 402, 405, 410, 411, 153, 154, 157, 163, 164	www.nhtsa.dot.gov
All	23 C.F.R., Chapters II and III, NHTSA and FHWA Regulatory Requirements Applicable to 23 U.S.C. Sections 402, 405, 410, 411, 153, 154, 157, 163, 164	www.gpoaccess.gov/cfr/index/html
Hospitals	45 C.F.R., Subtitle A, Part 74, Appendix E, Principles for Determining Costs Applicable to Research & Development Under Grants & Contracts with Hospitals	www.gpoaccess.gov/cfr/index/html
State & Local	49 C.F.R., Part 18, Uniform Administrative Requirements to State and Local Governments	www.gpoaccess.gov/cfr/index/html
Institutions of Higher Ed., Hospitals & Non-Profits	49 C.F.R., Part 19, Uniform Administrative Requirements for Grants & Agreements to Institutions of Higher Ed., Hospitals & Non-Profits	www.gpoaccess.gov/cfr/index/html
State, Local and Indian Tribes	OMB A-87 (Office of Management and Budget Cost Principles)	www.whitehouse.gov/omb/circulars
Institutions of Higher Education	OMB A-21 (Office of Management and Budget Cost Principles)	www.whitehouse.gov/omb/circulars
Non-Profit Organizations	OMB A-122 (Office of Management and Budget Principles)	www.whitehouse.gov/omb/circulars
All	Virginia State Travel Regulations	www.doa.state.va.us/procedures/AdminServices/CAPP/pdfdocs/20335.pdf
All	Guidelines for the Submission of Highway Safety Grant Applications	www.dmvnow.com/webdoc/pdf/tss10a.pdf
All	Highway Safety Plan Benchmark Report	To be provided to grant recipients

II NHTSA PROGRAM AREAS

This section of the document identifies the NHTSA program areas for which proposals are being solicited for federal funding. The objective of each program area is stated with accompanying examples of fundable projects.

(NOTE: Proposals that do not fall within the federal program areas will require extensive justification and direct approval by USDOT prior to consideration for funding.)

Applicants are encouraged to become familiar with each program area before preparing grant applications.

2.1 Occupant Protection

A. Objective: To initiate programs and activities that will contribute to an appropriate use of occupant protection devices, such as safety belts, airbags and child safety seats.

B. Examples of Fundable Components:

1. Management - Coordinator, other personnel
2. Child Restraint Programs - Enforcement, public information/education
3. Corporate/Employer Programs - Incentives and public information/education
4. Community Programs - Child restraint, corporate/employer, preschool/school age, enforcement, public information/education
5. Enforcement - Training, equipment, operations, public information/education
6. Survey - Opinion, observation, crash reports
7. Pre/Post occupant protection surveys
8. Purchase of child safety seats only for law enforcement checkpoints, training and special needs.

C. Examples of Program Evaluation Measures:

1. Fatalities and injuries (except pedestrian and motorcycle/bicycle). Head injuries and fatalities related to occupant protection usage and non-usage.
2. Occupant protection usage rates for children and adults.
3. Child Restraint and Corporate Employer Programs - Number and types of programs and percent of target population being reached by program.

2.2 Impaired Driving

- A. Objective: To broaden the scope and number of activities directed toward reducing traffic crash loss arising in whole or in part from persons driving under the influence of alcohol.
- B. Examples of Fundable Components:
1. Management - Coordinator, other personnel
 2. Enforcement - Training, equipment, operations, public information/education
 3. Prosecution - Training and equipment
 4. Adjudication - Training and equipment
 5. Screening/Referral/Probation - Training, equipment, driver licensing
 6. Prevention/Intervention - Training, equipment, public information/education
 7. Public Information/Education - Media materials and personnel
- C. Examples of Program Evaluation Measures:
1. Alcohol-related fatal and injury crashes.
 2. Nighttime fatal and injury crashes (8:00 p.m. to 4:00 a.m.).
 3. Community Programs - Number of comprehensive programs and number and percent of target population being reached by program.
 4. Enforcement - Number and percent of officers trained, units of equipment, total DUI arrests, DUI arrests per shift/unit/hour, 8:00 p.m. to 4:00 a.m. weekdays, weekends, other hours.
 5. Percent of licensed drivers arrested for DUI, and total processing time per arrest.

2.3 Traffic Records

- A. Objective: Develop a systematic process that has the goal of reducing the number and severity of traffic crashes by ensuring that all opportunities to improve highway safety are identified, considered implemented as appropriate, and evaluated in all phases of highway planning, design, maintenance, operations and by providing information for selecting and implementing effective highway safety strategies and projects.
- B. Examples of Fundable Components:
1. Management - Coordinator, other personnel
 2. New Technology - Software development, surveys, personnel, equipment, studies and travel

3. Personnel - Training, travel, maintenance of existing equipment and software, safety management systems activities.
 4. Public Information/Education - Personnel and media materials
- C. Examples of Program Evaluation Measures:
1. Number of personnel trained, type of training and cost per individual.
 2. Units and type of equipment purchased, purpose of equipment.
 3. Type of study/survey conducted and results.
 4. Agencies participating in project.
 5. Number and types of materials distributed, frequency of distribution, public knowledge, number and percent of target population receiving messages.

2.4 Emergency Medical Services

- A. Objective: To develop methods of responding to crashes and transporting persons injured on Virginia's highways and developing automated systems to assist in identification of and solutions to highway safety-related problems.
- B. Examples of Fundable Components:
1. Management - Coordinator, other personnel
 2. Public Information - PIER training
 3. Personnel - Education, training
 4. Equipment - Communication
- C. Examples of Program Evaluation Measures:
1. Fatality/Injury ratio.
 2. Average response time from crash scene to dispatch, dispatch to emergency unit, emergency unit to crash scene, and crash scene to hospital.
 3. Emergency Medical Coverage - Number and types of units, units per population, and units per square mile.
 4. Number and type of communication equipment, coverage as a percent of area served by system.
 5. Number and categories of personnel, development and implementation of an EMS plan.
 6. Costs per fatality/injury averted, average cost of each EMS response, cost per type of EMS unit, and cost per category of EMT trained.

2.5 Police Traffic Services

- A. Objective: To increase safety on Virginia's highways through selective enforcement, training, equipment and programs.
- B. Examples of Fundable Components:
 - 1. Enforcement - Training, equipment, detection/testing devices, operations and management personnel
 - 2. Public Information/Education - Personnel and media materials
- C. Examples of Program Evaluation Measures:
 - 1. Fatality and injury crashes.
 - 2. Average BAC levels and average speeds.
 - 3. Number and percent of police officers trained, units of equipment, arrests per shift/unit/hour by type (i.e., DUI, speeding) percent of DUI arrests where BAC determined.
 - 4. Number and types of materials being distributed, frequency of distribution, public knowledge, attitudes about programs, and number and percent of target population receiving messages.
 - 5. Cost per fatality/injury averted, average cost per arrest, average cost per person trained, cost per type of public information/education materials distributed.

2.6 Pedestrian Safety

- A. Objective: To enhance safety initiatives in Virginia by focusing on the identification of pedestrian safety problems in jurisdictions and the subsequent development and implementation of solutions.
- B. Examples of Fundable Components:
 - 1. Enforcement - Personnel, equipment, operations, studies/surveys, and programs.
 - 2. Public Information/Education - Personnel and materials.
- C. Examples of Program Evaluation Measures:
 - 1. Pedestrian fatalities and injuries.
 - 2. Number and types of programs and percent of target population being reached by programs.
 - 3. Number of arrest per unit by time and type of violations.
 - 4. Number and types of educational programs, number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population receiving messages.

2.7 Motorcycle Safety

- A. Objective: Under the Intermodal Surface Transportation Efficiency Act (ISTEA), Motorcycle Safety has been designated as one of the areas states need to address. The major purpose of this area is to ensure that motorcycle operators and their passengers meet standards which contribute to the safe operation of motorcycles, and protection from injuries resulting from crashes.
- B. Examples of Fundable Components:
1. Training - Train riders, equipment, and management.
 2. Public Information/Education - Media materials and personnel.
- C. Examples of Program Evaluation Measures:
1. Motorcycle fatalities and injuries, motorcycle head injuries and fatalities.
 2. Motorcycle helmet usage.
 3. Type of education course, number trained for each educational program, and percent of target population trained.
 4. Number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population reached.
 5. Cost per motorcycle fatality/injury averted, cost per head injury and head injury fatality averted, cost per rider trained by program type, cost per type of public information/educational materials distributed.

2.8 Roadway Safety

- A. Objective: To accurately identify specific locations/sections of streets and highways that have high or potentially high crash incidence, as a basis for establishing priorities for improvement, selective enforcement, or other operational practices that will eliminate or reduce the hazards at the location/section identified.
- B. Examples of Fundable Projects:
1. Develop/improve computerized crash locator and surveillance systems.
 2. Identify, investigate, and evaluate intersections or sections of highway with high crash rates and develop a program to reduce hazards.

3. Create multidisciplinary teams to:
 - a. Investigate crashes in order to determine those designs and operating features in which high crash frequencies or severities are associated; and
 - b. Make recommendations for implementation based on findings in (a.) above.
4. Innovative programs designed to address identified problems in the areas of identification and surveillance of crash locations, highway design, and construction and maintenance.
5. Railroad Grade Crossing - Inventory and study the feasibility of upgrading, determine deficiencies, identify hazards and develop corrective measures.
6. Lighting - Inventory, evaluate, determine deficiencies, and develop upgrading program and lighting policies.
7. Fixed Objects and Roadside Hazards -
 - a. Study single vehicle/fixed object crashes and develop corrective measures.
 - b. Develop guidelines for urban streets relating to fixed object placement and crash potential.
 - c. Identify high and potentially high fixed object crash locations and recommend countermeasures.
 - d. Conduct roadside hazard inspection to develop severity index for establishment of priorities for improvement.
 - e. Provide training in highway safety-related design.
 - f. Studies of selected highway corridors.
8. Skid Resistance - Study skid resistance of streets/highways and establish priorities for improving skid resistance.
9. Engineering and crash evaluation studies.
10. Replacement parts for impact attenuators (one-time purchase for each installation).
11. Inventory, inspection and classification of bridges off the state system.
12. Training of traffic engineers/engineering technicians at short courses/seminars in safety-related curricula.
13. Studies of pedestrian-vehicle conflicts at selected intersections with recommendations for increased control.
14. Innovative programs designed to address identified problems in the area of traffic engineering services.
15. Equipment such as traffic counters, etc., directly related to inventories and studies.
16. Inventory traffic control devices in a locality, establish needs and deficiencies, and establish improvement program including preventive maintenance.

17. Traffic engineering study of signalized intersections in localities to determine improvements that can be implemented to increase safety.
18. Upgrading of warning and regulatory signs off federal aid system to conform with approved standards.
19. Studies of selected intersections in a locality to determine where signal installations might contribute to increased safety.
20. Automation of record keeping and data retrieval procedures for inventory traffic control devices.

III GRANT APPLICATION PROCESS

3.1 General Information

A. Who May Submit A Proposal?

Proposals are solicited from the following organizations:

- Localities of the Commonwealth of Virginia (cities, towns, counties, any subunit of government),
- State Agencies of the Commonwealth of Virginia, and
- Non-profit organizations serving the Commonwealth of Virginia with programs relating to highway safety issues.

B. What Is The Deadline For Grant Application Submission?

1. STATE AGENCIES and NON-PROFIT ORGANIZATIONS are directed to submit their applications to DMV by **March 31, 2005**. Please submit **one original** and **two copies** of the application to:

Grants Manager
Virginia Department of Motor Vehicles
Room 405
Post Office Box 27412
Richmond, Virginia 23269-0001

STATE AGENCIES and NON-PROFIT ORGANIZATIONS may direct any questions to the grants manager.

2. LOCALITIES are directed to submit their grant applications to the Transportation Safety Field Representative for their district by March 31, 2005. The names, addresses and telephone numbers of these representatives, and the localities they serve, are listed in Section IV of this document.

Please note: County administrators/city managers/town managers are to sign as the authorizing official for local jurisdiction grants.

C. What Is The Grant Period?

Highway Safety Project Grants are 12 month grants that begin on October 1, 2005, and end on September 30, 2006. No extensions are allowed.

D. Is There A Minimum Or Maximum Amount For Grant Awards?

There is a minimum of \$5,000 for grant awards. Please note that this is a change from previous years. Localities who wish to apply for grants that are less than \$5,000 should contact their CTSP to apply for a state mini-grant.

There is no maximum cap on grant awards. However, your proposed grant budget should be specific and realistic and must be correlated to each project task listed in your project description of your grant application.

E. Is There A Matching Requirement?

Yes. Each applicant is required to include a budget for matching funds to show other sources of funds for the proposed project. Your project should include 20% matching funds, 80% grant funds. The matching funds may be a "hard" (monetary) or "soft" (in-kind) match. If awarded a grant, a matching report should be included with each request for reimbursement.

F. How are grant funds disbursed?

Virginia's highway safety program is a "cost reimbursement program". Grantees must first expend program funds and then apply to DMV for reimbursement under the grant.

3.2 Completing A Grant Application

Go to www.dmvnow.com/webdoc/pdft/tss10.pdf to download the APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT (Form TSS-10).

A. Page 1: Application for Highway Safety Project Grant

Please follow the instructions following page 1 of the application.

B. Page 2: Application for Highway Safety Project Grant Budget Projections

Please follow the instructions following page 2 of the application.

1. Allowable Or Non-Allowable Items For Funding

a. FACILITIES

Not Allowable:

- The cost of land.
- The cost of construction or reconstruction of driving ranges, towers, and skid pads.
- The costs for construction, rehabilitation, remodeling or office furnishings and fixtures for state, local or private buildings.

b. EQUIPMENT

Allowable:

- Traffic radar and other speed measuring devices and costs for re-certification of such devices.
- Alcohol/drug testing devices and costs for re-certification of such devices.
- Cost of major equipment (equipment costing over \$5,000) or replacement equipment must be an integral part of the objectives and goals of the state's highway safety performance plan.
- Single equipment purchases costing \$5,000 or more with a life-span of more than one year must be reviewed and approved by NHTSA.

Not Allowable:

- Purchase of both fixed and portable truck scales.
- Traffic signal preemption systems.

c. TRAVEL

Allowable:

- International travel is only allowable with prior written approval from DMV. All grantees must adhere to Virginia State Travel Regulations.

Not Allowable:

- Costs for states that pay expenses for out-of-state individuals when such expenses are not for specific services or benefits of the paying state.

d. **TRAINING**

Allowable:

- Training costs when approved as an integral component related to highway safety activities.
- Costs of training courses when using DOT/NHTSA-developed, equivalent or endorsed curricula.
- Development costs of new training curricula and materials if they will not duplicate material already developed for similar purposes by DOT/NHTSA or by other states.

Not Allowable:

- Costs to pay an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported with highway safety funds under an approved project.

e. **PUBLIC COMMUNICATION**

Allowable:

- Costs of preparation of materials for public service use.
- Costs for leasing of conference/convention exhibit and display spaces for public information and education services.
- Costs associated with planning, purchase, printing and distribution of public information materials are allowable when it is an integral part of an approved safety project.
- Purchase of program advertising space in the mass communication media (Funded only if NHTSA specific evaluation criteria is utilized).

f. **PROGRAM ADMINISTRATION**

Allowable:

- Funds only to finance P & A activities attributable to the Highway Safety Project Grant.
- Costs for highway safety consultant or personnel from non-governmental organizations/individuals for specific services or products if in accordance with state procurement procedures.
- Costs to support educational items and activities to encourage the general public to adapt highway safety practices and behaviors that are in accordance with state statutes and policies.

- Funds in support of police-directed operations to uncover unlawful practices associated with minimum drinking age laws.

g. **INDIRECT COSTS**

Allowable:

- Indirect costs are those that have been incurred for common or joint objectives; i.e., there is a shared benefit to these expenses; the expense does not solely benefit the highway safety project grant. Examples of indirect costs are: operating costs, such as office rent, telephone, utilities, and general administration, such as personnel administration and accounting.
- Indirect costs may not exceed **10% of allowable direct costs** that are expended.
- To include indirect costs, the applicant must submit one of the following:
 1. negotiated indirect cost rate agreement from a federal agency; or
 2. indirect cost that will be incurred.

C. Page 3: Project Description

Special attention should be given to these instructions. Applications that meet the following criterion will receive more favorable consideration than those that do not adhere to these guidelines:

1. Precise definition of the highway safety problem
 - a. The problem should be defined in highway safety terms, such as "crashes."
 - b. The problem should be stated in quantifiable terms.
 - c. Three years of data should be provided as documentation of the extent and duration of the problem.
 - d. In applications addressing crashes, the statistics should reflect crash severity and not just total crashes.
 - e. Problem definition should describe the current level of ongoing activity, i.e., applications for enforcement should specify the current number of patrol officers.
 - f. If the application is for a support function, for example, training, the specific problem must be stated in a manner that indicates that training is not available and is needed.
 - g. For Impact Projects (i.e., Selective Enforcement), applicants must state specific locations at which crashes occur; the

- establishment of priorities through the identification of high crash locations is essential and resources are expected to be targeted to these locations.
- h. Accurate information, specifically addressing project funding year and dates for duration of the project.
2. Quantifiable, measurable, clearly-stated project objectives
 - a. Objectives should be measurable and attainable.
 - b. Objectives should relate directly to the identified problem and proposed solution.
 3. Description of the proposed solution in sequential and logical time-frames, with performance indicators and estimated costs specified
 - a. All tasks directed toward problem resolution should be stated in the order in which they will occur.
 - b. An anticipated completion date for each task should be specified.
 - c. Each project task should be accompanied by an estimate of associated costs.
 - d. Cost estimates should be realistic and practical.
 - e. The methods for measuring task completion should be specified.
 - f. Performance indicators should be expressed in terms of the identified problems.
 - g. Selected speed enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
 - h. DUI selective enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
 - i. Overtime enforcement should be tied, at least in part, to statewide initiatives such as Smart, Safe and Sober, Click It or Ticket or Smooth Operator programs.
 4. A plan for cost assumption of the project by the state agency/non-profit/local organization
 - a. A plan for long-term support of the project when federal highway safety funds are exhausted should be specified.
 - b. Indicators of cost assumption include, among others, hard match and local/state funding of staff once federal highway safety funds are exhausted.

5. A description of how the proposed project fits into the total highway safety problem experienced by the state agency/non-profit organization/locality
 - a. The project should include a description of a complete program or an indication that the project is one phase in the creation of a complete program.
 - b. Complete programs are suggested by user groups for traffic records projects, integration with existing programs, development of a complete long-term program, and establishment of a coordinator position. Public information campaigns and multiple countermeasures are indicators of a broad programmatic approach.
 - c. The project should be large enough to represent a meaningful assault on the highway safety problem, and where appropriate support statewide initiatives such as Smart, Safe and Sober or Smooth Operator programs.
 - d. If a project is in the comprehensive community-based area, there must be an agreement to cooperate actively with other projects in the area.
6. Project designed to lend itself to an administrative evaluation
 - a. The measurement of actual tasks compared with planned levels of performance established for that task should be possible.
 - b. The assessment of unit costs and other aspects of operational efficiency should be possible.
 - c. Achievements and results made possible by the use of Federal Highway Safety Funds should be clearly stated.
7. Any high visibility selective enforcement proposal which includes one or more of the following tasks will be required to provide DMV with pre and post occupant protection use surveys after each enforcement period and a list of the violations cited during that enforcement period.
 - a. Locality plans to provide public information to the community concerning the selective enforcement activity prior to and right after the activity.
 - b. Locality plans to conduct child passenger safety seat/adult safety belt checks in conjunction with planned selective enforcement activities.

- c. The specific selective enforcement activities (alcohol, occupant protection, aggressive driving, speeding) have been planned and will be conducted during the timeframes for activities outlined in the Smart, Safe and Sober Program Planner, Click It or Ticket or the Capital Region Smooth Operator Program.

3.3 Procedures To Follow If A Project Is Approved

Applicants will be notified in writing by DMV as to the status of their applications subsequent to the Transportation Safety Board meeting (approximately by September 1, 2005). If a project is approved for funding, the following criteria are applicable:

1. Before the expenditure of funds:
 - a. the grantee must receive written approval from DMV; and
 - b. a DMV Safety Project Agreement (TSS 12) must be fully executed by the grantee and received by DMV by October 1, 2005.
2. The grant period will begin on October 1, 2005, or the date the Project Agreement is received, whichever is later, and will end on September 30, 2006.
3. Localities receiving at least \$300,000 in federal funds from any sources will be required to follow the provisions of the Single Audit Act.
4. State agencies, non-profit organizations and localities must have a mandatory on-the-job seat belt use policy.

3.4 Appeal Procedures If A Project Is Not Approved

If a project is not approved for funding by the Transportation Safety Board, the applicant will be notified in writing by DMV.

STATE AGENCIES AND NON-PROFIT ORGANIZATIONS: May appeal the decision within 30 days of the date of notification. Requests for appeals should be in writing and submitted to DMV's Assistant Commissioner for Transportation Safety at DMV Headquarters.

LOCALITIES: May appeal the decision within 30 days of the date of notification. Requests for appeals should be in writing and submitted to the Transportation Safety Field Representative for their district.

3.5 Project Administration

The following guidelines apply to the administration of funded projects:

1. Project Monitoring Reports must be completed by the Project Director and Transportation Safety Field Representative (for localities) and submitted to DMV/TSS Headquarters by January 31, April 30, July 31, and October 31. DMV monitors may require additional reports depending on the nature and scope of the program. Program evaluation data, statistics and achievements should be submitted with your project monitor report.
2. The Project Director is responsible for supplying and ensuring that all records and documents are maintained to ensure proper reimbursement and to establish audit trails.
3. The Project Director is responsible for ensuring that the project is proceeding according to plans and is on schedule.

3.6 Vouchering Process

1. Expenditure and reimbursement vouchers should be prepared by the Project Director and submitted to the Transportation Safety Field Representative (localities) or your designated DMV's Project Monitor (state agencies, non-profit organizations).
2. At a minimum, project vouchers are required on a quarterly basis and are due by the last day of the month following the quarter in which the project funds were expended, except for the last quarter. The due dates are: January 31, April 30, July 31 and November 15.
3. A more frequent submission of vouchers may be accommodated.

IV LISTING OF TRANSPORTATION SAFETY FIELD REPRESENTATIVES

4.1 BRISTOL DISTRICT

Monty Mills, Transportation Safety Program Manager
DMV Wytheville Customer Service Center
800 East Main Street, Suite 100
Wytheville, Virginia 24382
PHONE: (276) 228-8698
FAX: (276) 228-9388
E-MAIL: monty.mills @dmv.virginia.gov

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Tazewell		Duffield	Pearisburg	Wytheville
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Wise				
Wythe				

4.2 FAIRFAX DISTRICT

Bob Weakley, Transportation Safety Program Manager
DMV Franconia Customer Service Center
6306 Grovedale Drive
Alexandria, Virginia 22310
PHONE: (703) 313-9443
FAX: (703) 922-6875
E-MAIL: bob.weakley@dmv.virginia.gov

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Occoquan
Port Royal
Purcellville
Quantico

Round Hill
Tappahannock
Urbanna
Vienna
Warsaw
West Point
White Stone

4.3 PORTSMOUTH DISTRICT

Mary Ann Rayment, Transportation Safety Program Manager

DMV Buckner Boulevard Customer Service Center

3551 Buckner Boulevard

Virginia Beach, Virginia 23456

PHONE: (757) 416-1741

FAX: (757) 416-1676

E-MAIL: maryann.rayment@dmv.virginia.gov

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Keller
Melfa
Nassawadox
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Onancock
Onley
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Saxis
Smithfield
Tangier
Wachapreague
Windsor**

4.4 ROANOKE DISTRICT

Steve Goodwin, Transportation Safety Program Manager

DMV Roanoke Customer Service Center

Crossroads Mall

5010 Airport Road, NW

Roanoke, Virginia 24012

PHONE: (540) 561-7408

FAX: (540) 561-7405

E-MAIL: steve.goodwin@dmv.virginia.gov

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4.5 STAUNTON DISTRICT

**Doug Stader, Transportation Safety Program Manager
DMV Harrisonburg Customer Service Center
3281 Peoples Drive
Harrisonburg, Virginia 22801
PHONE: (540) 801-0374
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E-MAIL: doug.stader@dmv.virginia.gov**

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4.6 RICHMOND DISTRICT

Carl Hewlin, Transportation Safety Program Manager

DMV Headquarters

2300 West Broad Street, Room 405

Richmond, Virginia 23220

PHONE: (804) 367-8074

FAX: (804) 367-6031

E-MAIL: carl.hewlin@dmv.virginia.gov

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4.7 RICHMOND DISTRICT

Butch Letteer, Transportation Safety Program Manager
DMV Headquarters
2300 West Broad Street, Room 405
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PHONE: (804) 367-1022
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		Jetersville
		Mineral

4.8 RICHMOND DISTRICT

Pearl Windle, Transportation Safety Program Manager

Norfolk Military Circle Customer Service Center

5745 Popular Hall Drive

Norfolk, Virginia 23502

PHONE: (757) 455-3890

FAX: (757) 455-3828

E-MAIL: pearl.windle@dmv.virginia.gov

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